



## **RHODE ISLAND COOPERATIVE / DATA SHARING AGREEMENT**

### **Name of Project: Welfare to Work Data and Application Development**

**Description:** This project will help ensure that the State thoroughly considers existing opportunities for, and potential barriers to, employment for those on welfare. The project will analyze data pertaining to existing employment, welfare recipients and transportation options.

#### **Cooperative Agreement Partners:**

**Work to be Performed By:** The Providence Plan  
**Data Provided:** Employer Location Data  
**Contact Name:** Jim Vandermillen  
**Title:** Urban Information Director  
**Phone Number:** 455-8880  
**Email Address:** jvandermillen@providenceplan.org

#### **Authorized By:**

Patrick J. McGuigan Executive Director

**Work To Be Paid By:** Statewide Planning Program  
**Data Provided:** Demographic and Housing Data  
Geographic Data Layers  
**Contact Name:** George Johnson  
**Title:** Assistant Chief  
**Phone Number:** 222-6490  
**Email Address:** gjohnson@planning.state.ri.us

#### **Authorized By:**

John O'Brien Chief

#### **Data Sharing Partners:**

**Department(s) to Send:** Dept. of Human Services  
**Data Provided:** Welfare Case Load  
**Program Contact Name:** Sherry Campanelli  
**Title:** Associate Director  
**Phone Number:** 462-6836  
**Email Address:** scampane@gw.dhs.state.ri.us  
**Technical Contact Name:** Randy Rosati  
**Title:** Assistant Administrator of MIS  
**Phone Number:** 462-3014  
**Email Address:** rrosati@gw.dhs.state.ri.us

#### **Authorized By:**

Ron Lebel Legal Counsel

**Department(s) to Send:** Dept. of Labor and Training  
**Data Provided:** Employment data  
**Contact Name:** Bob Langlais  
**Title:** Assistant Director  
**Phone Number:** 462-8767  
**Email Address:** rlangais@dlr.state.ri.us

#### **Authorized By:**

Lee Arnold Director

**Department(s) to Send:** RI Public Transit Agency  
**Data Provided:** Transit and Paratransit Routes  
**Contact Name:** Mark Therrien  
**Title:** Assistant General Manager  
**Phone Number:** 781-9400  
**Email Address:** mtherrien@ripta.com

#### **Authorized By:**

Beverly Scott General Manager

**Duration of Agreement:** January 15, 2002 to September 30, 2002

**Data Frequency:** A single point in time will be used for the data in the study.

**Beneficiaries:** The project will focus on families in the Family Independence Program (FIP) seeking employment opportunities.

**Process:** A steering committee comprising staff from the various agencies that are a party to this agreement will provide data and review the work progress. The Providence Plan (TPP) will develop a database comprised of data on welfare, employment, transit, and demographics. TPP will conduct geographic analysis of all data and will develop a GIS application to facilitate analysis of transit route coverage areas and suitability. The database will be developed such that it can be updated and expanded.



## **RHODE ISLAND COOPERATIVE / DATA SHARING AGREEMENT**

### **Welfare to Work Data and Application Development**

#### **BASIS FOR SHARING**

- ☐ Federal statute      Citation:  
☒ State statutes:

Children's Cabinet Authorizing Statute RIGL 42-72.5-2(2) to "propose all interagency agreements necessary to provide coordinated services to children"

#### **OVERALL GOALS**

- ☒ improving the efficiency and effectiveness of service delivery
- ☒ demonstrating return on investment
- ☐ making services family focused
- ☒ promoting coordination and collaboration among service agencies
- ☒ coordinating services plans and avoiding duplication of services
- ☒ providing all necessary services
- ☒ monitoring the provision of services
- ☐ conducting comprehensive assessments and evaluations of services
- ☐ securing full reimbursement for service provided
- ☐ promoting public safety
- ☐ demonstrating return on investment

#### **PRIVACY AND SECURITY CHECKS**

- ☒ Data will not be personally identifiable with the exception of addresses, which have been deemed necessary to maximize the efficacy of the study.
- ☒ Shared Information will be strictly limited to that which is relevant to the agency's purpose.
- ☒ Only authorized staff trained to protect confidentiality shall have access on a need-to-know basis.
- ☐ Clients shall be notified that certain information about them is being put into an automated system and will be accessible to others for specific purposes
- ☒ The data will be physically secure.

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## **Terms and Conditions**

### **Access to Data**

The Statewide Planning Program (SPP) and the other Data Sharing Partners will furnish information as requested by The Providence Plan (TPP) in a timely manner.

### **Access to Records**

TPP shall furnish information as requested by the SPP to support claims for services provided pursuant to this Agreement. Fiscal and program records of TPP shall be maintained in accessible form and shall be subject to monitoring, inspection and/or audit by the SPP and its representatives.

### **Duration of Agreement**

From January 15 to September 30, 2002.

### **Conditions of Payment**

The total amount of grant funds available for this project shall not exceed **THIRTY THOUSAND Dollars (\$30,000.00)**. The Providence Plan shall be responsible for provision and documentation of matching funding and/or eligible in-kind professional services in the amount of **SEVEN THOUSAND – FIVE HUNDRED Dollars (\$7,500.00) or greater**.

The SPP shall approve the withdrawal of grant funds by TPP according to the conditions below. Payments will be made upon presentation of documentation of actual expenses, as provided by the timeframe below.

### **Allowable Expenses**

The SPP shall pay for its share of services rendered based on cost of services and supplies utilized for carrying out the requirements and responsibilities of this Agreement to TPP.

### **Terms of Payment**

Requests for payments shall be accompanied by: A financial report documenting actual expenses for the period covered, including grantee's share, payroll vouchers, canceled checks, invoice vouchers, and other pertinent documentation.

### **Deliverables**

TPP will provide the following products:

- Digital copy of census tract-level database in GIS compatible format
- Summary of major findings and recommendations, provided in hardcopy, CD-ROM, and on The Providence Plan's Web site
- Hardcopies and digital copies of all significant maps and data tables
- Shapefiles of GIS coverages, as appropriate
- Preliminary design of Web interface for review by partners
- Functioning Web-accessible (accessed through TPP's Web site) data interface

### **Timeframe**

TPP will begin to schedule meetings with Statewide Planning and a Steering committee of other partners as soon as this Cooperative Agreement is signed by all relevant parties. Final decisions regarding which data sets to include in the analysis will be made in conjunction with the partners within thirty days of the signing of this agreement. TPP will begin cleaning and formatting the data as it becomes available. Construction of the database will proceed as data become available, and analysis of the available data will be substantially completed to allow for presentation of initial findings by June 30, 2002. A final version of the database, and an interface to provide access to the data, will be available on TPP's Web site and provided to the Statewide Planning Program by September 30, 2002. The written report, which will include summaries of the major findings of the analysis and a presentation of recommendations will be submitted to Statewide

Planning in hardcopy and digital formats and will be available on TPP's Web site no later than September 30, 2002.

### **Budget**

The proposed budget for this project is \$37,500. Statewide Planning Program will provide \$30,000. The Providence Plan will provide a match of personnel time equal to \$7,500. A breakdown of anticipated costs and personnel to be involved in the project are in the budget overview on page 9.

### **Credit Notation**

Interim and final products developed pursuant to this agreement shall indicate that the work was prepared for the Rhode Island Statewide Planning Program, and was supported by the Program and the US Department of Transportation, Federal Transit Administration. All products shall include the names, addresses, and logos of the above-noted agencies, together with the following credit notation: "This project was supported by the Rhode Island Statewide Planning Program with funding provided by the US Department of Transportation, Federal Transit Administration."

### **Products**

All products shall be released through the SPP. Final products shall be furnished to the SPP in a published (printed and bound) format and as digital products in Microsoft Office® or compatible software. All cartographic products or components shall be furnished as both paper and digital products compatible with ARCINFO® or ARCVIEW® software platforms. Five (5) copies of the final printed report including any maps shall be provided. Any original digital geographic data produced pursuant to the agreement shall meet the standards of the Rhode Island Geographic Information System (RIGIS), and shall be made available for inclusion therein.

### **Cancellation**

This agreement may be cancelled upon a breach of the terms stated herein.

### **Data Confidentiality and Dissemination**

*Legal Use.* The project participants each agree that they shall comply with all federal and state laws and regulations governing the confidentiality of individual or deducible information. Specifically, RIGL 40-6-12; RIGL 40-5.1-30; 42 USC 1396 a (a)(7); 42 USC 602 (a) (1)(A)(iv) ; 45 CFR 205.50, 42 CFR 431 part 300-307,

*Data Security Transfer.* The data recipient acknowledges that the use of unsecured telecommunications, including but not limited to the Internet to transmit individually identifiable or deducible information from the data is prohibited.

*Confidentiality Acknowledgement:* Any staff that will work with this data at The Providence Plan shall sign the standard Department of Human Services confidentiality agreement as attached and return those forms to the department's Technical Contact.

*Third Parties.* Individually identifiable or deducible information will not be released to any third party (including any subcontractors or affiliates of the grantee) unless there is a Data Sharing and Confidentiality agreement between the parties.

*Data Security Storage.* The database must be physically and password secured and only staff that have signed the Confidentiality Acknowledgement shall have access to the database.

*Limited Use.* The grantee agrees that the addresses and any individually identifiable or deducible information are to be used only to fulfill the purposes of the agreed upon scope of work.

*Release of Information.* The grantee shall not publish or otherwise release any findings, conclusions, reports or products of any nature derived from individually identifiable or deducible information without prior written approval of the steering committee.

*Personal Information Withheld.* No product will be produced that can be linked to a specific individual. Public products will not reveal names, addresses or other confidential information.

*No Monetary Gain.* The grantee agrees that under no circumstances shall it use the individually identifiable or deducible information for monetary gain.

*Data Ownership.* The grantee shall obtain no right of any kind to individually identifiable or deducible information that shall at all times remain the property of the providing agency. Upon request of the providing agency The Providence Plan shall destroy any or all individually identifiable information at the conclusion of this agreement.

*Data Destruction.* Upon conclusion of this agreement The Providence Plan shall erase all references to addresses or other potentially individually identifiable or deducible information and provide written certification of this to the Technical Contact of the Department of Human Services.

*Public Information.* The restrictions on the dissemination of information shall not apply to any information that is generally known on a non-confidential basis to the public, and is rightfully furnished to the grantee without restriction on disclosure.

*Continuity.* These data dissemination and confidentiality obligations shall survive the completion or any termination of the project.



## **RHODE ISLAND COOPERATIVE / DATA SHARING AGREEMENT**

### **Welfare to Work Data and Application Development**

#### **Scope of Work**

##### **Background and Purpose**

The purpose of this agreement is to support the Statewide Planning Program's Transportation Section's ongoing efforts to ensure that public transportation systems optimize opportunities to assist people make the transition from welfare to work. To ensure that the State thoroughly considers the existing opportunities for and potential barriers to employment, Statewide Planning wishes to engage in a statewide analysis of data pertaining to existing employment, welfare recipients, and transportation options. From the perspective of the Department of Human Services the purpose of any exchange of information under this agreement is for the administration of the Family Independence Program. Statewide Planning approached The Providence Plan (TPP) regarding the feasibility for TPP to conduct a statewide analysis of pertinent data that will assist the State and all municipalities as they develop strategies for helping people moving from welfare to work - get to work. TPP has extensive background in working with data and applications needed for such analysis. In addition, TPP has a solid track record in connecting its applications to policy and planning recommendations.

As outlined in this attachment, TPP will identify and, subject to availability, will obtain geographic data pertaining to the following. Some data sets may be available only in aggregate form.

##### **1. Existing Employment**

Including locations of employers, numbers of employees, industry types, and average wages .

##### **2. Characteristics of Current Welfare Recipients**

Including number of dependent children, education level of head of household, and vehicle ownership.

##### **3. Demographic Characteristics of the Entire Population**

Including total number, age, race and ethnicity, family and household structure.

##### **4. Housing Tenure**

Including the number of owner-occupied housing units and number of renter-occupied units.

##### **5. Public Transit**

Including bus routes and para-transit coverage areas.

##### **6. Base Data**

Including roads, waterways, and other geographic layers used to orient maps to be produced.

The data collected will be used to construct a database of geographic information. These correlation data tables will then form the basis for analysis of the locations of employment relative to the population of potential job seekers (welfare recipients). Finally, a geographic analysis of employment, population, and housing will be conducted along with routes and other information about existing public transit services.

The project will consist of seven principal tasks:

**1. Work with applicable state-level agencies:**

The purpose of the proposed analysis is to benefit the State's interest in facilitating employment for those currently receiving public assistance. Agencies concerned with this issue include: the Statewide Planning Program, Department of Human Services (DHS), the Department of Labor and Training (DLT), the Rhode Island Public Transit Authority (RIPTA). Only 28.7% of family independence program (FIP) recipients have cars. Many must rely on public transportation to make the transition from welfare to work. All FIP recipients have, however, access to a free RIPTA bus pass through Rite Care. Therefore, it is in the interest of all participants to this agreement to assure that public transportation is useful as means to get to work for welfare recipients. By sharing data, building a database, and through expert analyses, we expect to understand the optimal public transportation system to support the movement of FIP recipients to and from their places of work and their child care sites. In addition to receiving benefits from TPP's analysis, these agencies may be asked to provide data essential to the analysis. A steering committee of representatives from the above agencies will be convened by TPP to provide coordination, facilitate data acquisition, and provide input on draft products.

**2. Collect and Geocode Data**

A number of known data sets are needed to carry out the proposed analyses. While TPP already has access to some of these data, additional data will have to be collected, subject to availability. The list of potential data sets to be analyzed will include, but not necessary be limited to:

***a) Core data sets***

- ES202 Employer data (Department of Labor and Training)
- American Business Disc (commercially available employer data)
- Welfare Caseload data (Department of Human Services)
- Population and Housing data (U.S. Census)
- Public Transit Routes (RI PTA)
- Base Data Layers (RI Geographic Information System)

***b) Other possible data sets (contingent upon availability of data and additional funding outside this agreement)***

- RITE Care data (Department of Human Services)
- Unemployment Compensation Claims (Dept. of Labor and Training)
- Presence, capacity, and cost of child care facilities (Dept. of Children Youth and Families)
- Former Welfare Caseload data (Department of Human Services)

All data will be cleaned to the extent possible and as needed for analysis. This process will include a thorough scan for obvious errors and inconsistencies. If necessary, the data will be geocoded. This process will include developing an address-match and census tract code for each record where such a code does not already exist.

Key Step: TPP will work with employer data aggregated to the smallest geographic area possible within the limitations imposed by state and federal laws. This will likely provide a greater level of detail than the city- and town-level reports currently released by DLT, and should, therefore, enable a more accurate analysis of the spatial relationships between job seekers (welfare recipients) and existing employers. TPP will recommend methods for verifying address information for the physical location of employers in the ES202 quarterly unemployment insurance database and will, to the extent possible, work with DLT to improve the quality of the data. TPP intends to also work with a

commercially available business database, such as the American Business Disc, as a basis for comparison to the employer information contained in the ES 202 data base.

### **3. Construct a Statewide Geographic Data Application**

After the data are cleaned and geocoded, TPP will construct a statewide census tract level geographic database that will include all relevant fields from each available data set. The fields will include: the number of employers and employees, by industry type; the number of and statistics pertaining to welfare cases, including availability of a car; total population broken down by age, race, and ethnicity; and the presence of public transit routes serving the tract. Analyses at other geographic levels will be performed as appropriate if feasible. The database will also be structured to accommodate future releases of census data, including employment status, occupation, income, and educational attainment, scheduled to be released during the summer or fall of 2002.

Specifically, under the terms of this Agreement, and subject to the availability of data, TPP is committed to constructing a database with the following content for each census tract in Rhode Island:

- Number of employers and employees, by industry type (2-digit Standard Industrial Code (SIC) for each Major Group with more detailed breakdowns as deemed appropriate by the steering committee) (Note: confidentiality restrictions may require employer data to be aggregated to a higher level of geography for instances in which an employer's identity could be determined)
- Average wages paid per employee in each industry type (Note: confidentiality restrictions may require employer data to be aggregated to a higher level of geography for instances in which an employer's identity could be determined)
- Number of welfare cases
- Characteristics of the welfare cases in each tract (household size, number of dependent children, highest education level of heads of household, access to own car, etc.)
- General population characteristics (number of residents, race and ethnicity, age)
- Number and percentage of housing units that are renter-occupied
- Availability of public transit

Should sufficient additional funds (outside the scope of this Agreement) and data be available, additional content could also include:

- Number and characteristics of people who have left the welfare caseload
- Number and characteristics of unemployed residents
- Presence, capacity, and cost of child care facilities
- Household income, based on income tax data
- Characteristics of public transit service (avg. headway, evening/weekend service, etc.)
- Availability of Transit services to disabled persons

Key Step: TPP will design and construct a Web-accessible interface to enable the data partners to access and work with the aggregate and tract-level data and maps. The interface will enable users to view data on Web pages hosted by TPP and to download spreadsheets and maps. TPP will provide the web pages to SPP for incorporation into the SPP website. Contingent upon available resources, limited query functions enabling users to retrieve geographic information from the database will be developed under this Agreement.

### **4. Analyze Data**

The existence of the tract-level data matrix will lead to a number of statewide analyses. The format of the data will also allow for sub-state analysis or regional comparisons. As a first step in the analysis process, the database will be used to generate statistics for each municipality and each tract. Each geographic area (state, municipality, tract) will be ranked on the basis of several criteria such as: absolute number of welfare



recipients, percentage of total population receiving welfare payments, and number of people employed in particular industries.

The primary analysis will focus on three elements:

- 1) identify where potential employment exists. All employers included in available databases will be geocoded and sorted by industry types so that the number of existing jobs in each industry throughout the state can be mapped. Further, using labor market information available from DLT, TPP will identify and map the locations of existing employment in industries that are likely to be potential employers of recent welfare recipients. In addition, TPP is open to conducting analyses for industries with an established track record of employing recent welfare recipients (as identified by DLT and/or DHS) or industries that are expected to grow;
- 2) identify where welfare recipients live, and provide details of their demographic makeup. If sufficient data and time are available, this element of the analysis could be expanded to include a broader set of potential job seekers, such as individuals who have filed for unemployment compensation;
- 3) examine existing transportation options, including car availability, access to and adequacy of public transportation, or walking distance.

In conjunction with DHS, TPP may also be able to conduct an analysis of recent welfare recipients with respect to employment.

#### **5. Interim Report to Partners on Progress and Observations**

The proposed schedule for this project is eight and one half months. TPP will provide a written report to the steering committee on the progress made and the initial observations that stem from the analysis at the end of month four. In addition, this mid-term report will outline proposed changes to the existing project scope, schedule, and budget.

#### **6. Produce a Written Report of Findings and Recommendations**

TPP will prepare a final written report that summarizes the major findings of the analysis. The report will also include a set of recommendations, developed with the Steering Committee. As the analyses proposed under this Agreement are meant to provide a foundation for developing welfare-to-work strategies, recommendations will likely center on how to use quantitative data and applications for more qualitative purposes. The report will include all supporting data tables and maps, document all data sources and any modifications to original source data, and describe all methodologies used in the analysis. The full report will be made available electronically to the participants of the data sharing agreement under the terms and conditions concerning privacy. Also, appropriate supporting materials will be made available via TPP's Web site, and provided to SPP in formats suitable for posting to the SPP website.

#### **7. Present Findings and Recommendations**

TPP staff will provide, upon request, an oral and graphical presentation of the significant findings and recommendations at a scheduled meeting of the State Planning Council and/or its Technical Committee and/or the RI Children's Cabinet upon conclusion of the research effort and acceptance of the draft report by the Statewide Planning Program and the steering committee.



## **RHODE ISLAND COOPERATIVE / DATA SHARING AGREEMENT**

### **Welfare to Work Data and Application Development**

#### **Budget Overview**

<u>Phase/Task</u>	<u>Cost</u>
I. Project Initiation and Data-Sharing	\$ 2,000
II. Collect and Geocode Data	\$ 6,000
III. Construct a Statewide Data Application	\$16,000
IV. Analyze Data	\$ 6,000
V. Interim Report	\$ 1,600
VI. Final Report	\$ 2,500
Sub-Total:	\$34,100*

\*Costs above are personnel costs which include salary, fringe, and indirect. TPP will provide documentation for \$7,500 of personnel time.

<u>Direct Costs</u>	<u>Cost</u>
Printing	\$ 600
Commercially Available Data	\$ 1,000
Software	\$ 800
Miscellaneous	\$ 1,000
Sub-Total:	\$ 3,400
<b>Total Estimated Project Cost:</b>	<b>\$37,500</b>